



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

CAREER OPPORTUNITY NOTICE OF VACANT POSITION

Position Title: Public Service Administrator
Division: Chicago Operations
Department: Local Government

Full-Time
Salary: Negotiable
Union: Non Union / Merit Comp
Posting Number: 17-038

Description on Duties/Essential Functions:

Under administrative direction of the Director of Local Government, serves as a Liaison to local government units including counties, municipalities, towns, villages and various local governments of the State of Illinois; assists in examining, reviewing and verifying information reported by local government entities to ensure compliance with State statutes and conformity with generally accepted accounting principles; provides budget reviews, technical assistance, regional training and other consulting services as necessary to improve local government fiscal health. Requires extensive travel.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college preferably with coursework in accounting or finance, economics, business management, public or business administration, political science or related degree; and three (3) years of progressively responsible administrative experience in a public or private organization with experience in professional government accounting and/or auditing or any equivalent combination of training and experience.

Requires valid designation as a Certified Public Accountant.

Requires the ability to travel extensively.

Work Location:

Illinois Office of the Comptroller
100 West Randolph Street
Chicago, IL 60601

How to Apply:

Submit a completed State of Illinois Comptroller application to contact name and address listed below by the posting closing date. Applications can be found on State of IL Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached.

All applicants must meet the education and experience requirements listed above in order to be considered. A detailed resume may also be attached.

Contact Info:

Michele Cusumano
Director of Human Resources
IL Office of the Comptroller
325 West Adams,
Springfield, IL 62704

Last date to apply: December 11, 2017

The Illinois Office of the Comptroller is an Equal Opportunity Employer.